

Learning to use the Mouse

The most common mouse has two buttons, a left button and a right button. Some have just one button, some come with a scroll button. Some have function buttons on the sides of the mouse. There are other tools you can use to navigate the pages, for example the turbo ball or the joy stick.

In this class we are using an Optical Mouse with two buttons and a scroll button **[Fig. 1]**. Hold the mouse with your thumb on the left side and your ring and pinkie fingers on the right side, leaving your first finger and middle finger to operate the buttons. Almost all directions to click refer to the left button, the right button is usually specifically indicated when it is necessary to use the right button.

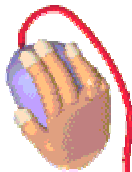


[Fig. 2]



The mouse moves in straight up/down or left/right directions, not in a circular or diagonal path. When moving the mouse, if you run out of room for comfortable navigating - simply pick the mouse straight up and set it down in a more comfortable and convenient place.

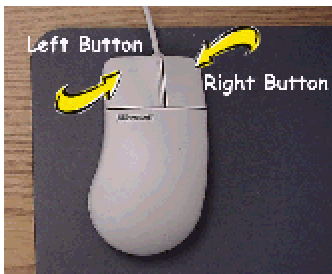
WHEN YOU CLICK THE MOUSE...



As you move the mouse, watch for the arrow to become a pointing finger when you land on a item, this means you can click it. Hold the mouse still using the heel of your hand as the brake **[Fig. 3]**. Now lightly click the left mouse button with your index finger. Remember the mouse and the keyboard are very sensitive, clicking works better with a light touch.

One Click - means to press and release the mouse button. On your computer's desktop and in most programs one click selects an icon or function.

Double Click - means press twice and release the mouse button. Do not move the mouse between clicks. Practice is the answer when you double click, the speed has to match what the computer is set up to recognize as a double click. On your computer's desktop and in most programs to double click completes the function (i.e., opening a program)



Right click - means to press and release the mouse button on the right. Designed to show menus, right clicking gives you access to settings and information **[Fig. 4]**.

Dragging - You can "drag" many things on your computer. Press and hold down the left mouse button on the item you wish to reposition,

move the mouse to move the object on the screen. The mouse is the tool you will use to reposition text, icons, windows that are open on your screen. You can select and drag files and folders into other folders. Your dragging skill is used frequently on scroll bars.

You will get to practice some of the functions described above, at the Mouse Practice. Move the mouse until it is pointing at "Mouse Exercises" and the pointer turns into a pointing finger, click the left button one time.

CLEANING THE MOUSE

In this class we use the optical mouse, which is easier to clean. An optical mouse can accumulate material from the surface that it is in contact with which can be removed with a fingernail or small instrument.

At home, if you are using a regular mouse it is important to clean the mouse, particularly if it becomes sluggish. A ball type mouse has a small circular panel that can be opened, allowing you to remove the ball. Lint can be removed carefully with a toothpick or tweezers and the ball can be washed with mild detergent. A build up will accumulate on the small wheels in the mouse. Use a small instrument or fingernail to scrape it off taking care not to scratch the wheels. Track balls can be cleaned much like a mouse and touch-pad can be wiped with a clean, damp cloth.

MOUSE PRACTICE

- [Mouseclicking](#) - from How-To Guides at AARP
- [Mousercise](#) [*and in [Spanish](#)*] - originally created by Chris Rippel of the Central Kansas Library System - Great Bend, Kansas
- [Mouse Exercises](#) at SeniorNet.Org
- [Mouse Maneuvers](#) at CyberRookie CyberBasics on CyberSeniors.Org, Portland, Oregon